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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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PUBLIC INSTRUCTION

**FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #2**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guerrant, Director *K.L.G.*
Office of School Support Services *10-17-12*

DATE: October 17, 2012

SUBJECT: 60-Day Deadline and Late Claim Exceptions

Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the Michigan Department of Education (MDE), Child and Adult Care Food Program (CACFP).

Claim/Amendment Month	Due Date	Final Claim/Amendment Submission Date
October 2012	November 10, 2012	December 30, 2012
November 2012	December 10, 2012	January 29, 2013
December 2012	January 10, 2013	March 1, 2013
January 2013	February 10, 2013	April 1, 2013
February 2013	March 10, 2013	April 29, 2013
March 2013	April 10, 2013	May 30, 2013
April 2013	May 10, 2013	June 29, 2013
May 2013	June 10, 2013	July 30, 2013
June 2013	July 10, 2013	August 29, 2013
July 2013	August 10, 2013	September 29, 2013
August 2013	September 10, 2013	October 30, 2013
September 2013	October 10, 2013	November 29, 2013

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WITHIN YOUR CONTROL EXCEPTION

MDE has the authority to approve the payment of one late claim or amendment within a 36-month period. This approval is an exception granted for the submission of a late claim or amendment when the circumstances were within your control.

MDE can grant approval and process the claim or amendment upon receipt of a corrective action plan. The plan must include:

1. Actions taken to avoid repetition of the situation linked to the late claim/amendment submission.
2. Actions taken to avoid any future late claim or amendment submission.
3. A statement that your organization understands that a WITHIN YOUR CONTROL exception can only be granted every 36 months. Future late claims or amendments will not be paid unless your organization has not been granted an exception during the previous 36 month period or the lateness can be attributed to conditions outside your control.
4. The signature of the person who entered into the CACFP agreement with MDE.

OUTSIDE OF YOUR CONTROL EXCEPTION

If the lateness of the claim or amendment was OUTSIDE OF YOUR CONTROL, and you wish to request an exception to the regulations, you must submit the following:

1. A written request for an OUTSIDE OF YOUR CONTROL exception.
2. A detailed description of the events and circumstances that prevented the claim or amendment from being submitted on time.

MDE will review the information you provide. If it is clear that the late claim or amendment submission was due to circumstances outside your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval. Payment authority rests with the USDA regional office.

SPECIAL NOTES

USDA regulations allow for claims to be amended at any time when the number of meals or snacks and/or costs reported on the amendment result(s) in a downward adjustment in the reimbursement value of the claim.

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If you have any questions regarding this memo, please contact:

Ms. Wendy Crowley, Financial Analyst
Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
517-373-7391

Please keep this memo on file or in a notebook for quick and easy reference.